

ENCORE REQUIREMENTS CHECKLIST AND CERTIFICATIONS

This form is completed by the Task Monitors and forwarded to DISA/DITCO-Scott with the **complete** Encore Requirements Package.

Because contract documents are available via the Freedom of Information Act (FOIA), awarded task orders, modifications and corresponding statements of work (SOWs) are posted to the DISA web site. Task Monitor names, phone numbers and e-mail addresses are removed prior to posting. If your SOW contains sensitive information and you do not want it posted, please check here: ☐ **DO NOT POST MY SOW TO THE DISA WEB SITE.**

1. Task Order (TO) Title.	
2. Acquisition Lead-Time. For the purposes of tracking lead-times, please indicate the date you began working on this requirement (<i>see Chapter 3, Paragraph 2</i>):	
3. Small Business Set-Aside. A total of 3 Encore contracts have been awarded to small business concerns. Can DITCO set aside this requirement for the three Encore small business contractors only?	<input type="checkbox"/> Yes <input type="checkbox"/> No (<i>explain</i>):
4. Attachments Checklist. Complete package must include <u>all</u> of the following <u>mandatory</u> items. Send files electronically via e-mail to encore@scott.disa.mil . Avoid submitting partial packages (see the TO Guidelines, Chapter 3, Paragraph 1.a). You may fax any items not available electronically to (618) 229-9177 or DSN 779-9177 . (<i>to check a box, right-click on the box, choose "Properties," and click on "Checked" under "Default Value"</i>)	
<div style="margin-left: 20px;"> <input type="checkbox"/> Encore Requirements Package Checklist, Attachment 1 <input type="checkbox"/> Statement of Work (SOW), Attachment 3 or Performance Work Statement (PWS), Attachment 4 (in MS Word Office 2000 compatible format) <input type="checkbox"/> Independent Government Cost Estimate (IGCE) (MS Excel Office 2000 compatible format) <input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable) <input type="checkbox"/> Selection Recommendation Document (SRD) (Attachment 5 of the TO Guidelines) DON'T INCLUDE IF THIS IS A COMPETITIVE ACQUISITION! <input type="checkbox"/> Proposal Evaluation Plan; not required for logical follow-on TOs (Attachment 6 of the TO Guidelines) </div> <p style="text-align: center;">Include the following items <u>only if determined necessary</u> for your individual requirement.</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Quality Assurance Surveillance Plan (QASP), Attachment 2; only if using a Performance Work Statement. <input type="checkbox"/> TO-unique DD Form 254, <u>only if security requirements exceed the basic contract DD Form 254</u>), Attachment 13 (MS Word Office 2000 compatible) <input type="checkbox"/> Acquisition Approval Group (AAG) approval (required for DISA DECC customers only; attach evidence of approval received) </div>	
5. Contract Type (<i>check one</i>). Time-and-materials (T&M) and cost-reimbursement (CR) contract types require justification in accordance with Federal Acquisition Regulations (<i>see the TO Guidelines Chapter 3, Paragraph 6 for an explanation of contract types</i>).	
<div style="margin-left: 20px;"> <input type="checkbox"/> Firm fixed price (FFP) (no justification required) <input type="checkbox"/> Cost-Reimbursement (CR) (provide justification in the box, below) <input type="checkbox"/> Time-and-Materials (T&M) (provide justification in the box, below) </div>	
6. Economy Act. This organization has made the appropriate Economy Act decisions in accordance with local agency requirements: <i>(electronic signatures (/s/)) are acceptable</i>	
Signature and Date:	
7. TM Certification: I recognize that by submission of this package, I accept the responsibilities for Task Monitor roles (pre-award and post-award) as defined in the Encore Task Order Guidelines and failure to carry out these responsibilities could result in my package being returned without award action or in my inability to use the Encore contracts for future requirements. I further certify that the requested contractor services do not include inherently Government functions in accordance with Federal Acquisition Regulation (FAR) Subpart 7.5 .	
Primary TM Signature and Date:	
Alternate TM Signature and Date:	
8. TM Training Certification (Applies to DISA TMs ONLY!): DISA Primary and Alternate TMs are required to have Contracting Officer's Representative (COR) training prior to appointment in accordance with DISA Acquisition Regulation Supplement (DARS), Subpart 1.602-2-90(b). Guidance can be accessed at http://www.disa.mil/d4/dars/pt1.html#1.6 . TMs must also complete refresher training annually. Provide the date that COR training was completed:	
Primary TM Training Certification Date:	
Alternate TM Training Certification Date:	

(continue to the Section 508 Determination, below)

SECTION 508 DETERMINATION FOR TASK ORDERS

Reference DISA Section 508 Policy

<http://www.disa.mil/cio/508/index.html>

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. As a result, this checklist must be completed by your organization's requirements official and included in all procurement request packages.

Task Order Title:	
Customer Agency/Organization:	

1. Will electronic and information technology (E&IT) products or services be delivered under this acquisition? E&IT has the same meaning as "information technology," except E&IT also includes any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion or duplication of data or information. The term E&IT, includes, but is not limited to, telecommunication products (such as telephones), information kiosks and transaction machines, worldwide websites, multimedia and office equipment (such as copiers and fax machines).

(to check a box, right-click on the box, choose "Properties," and click on "Checked" under "Default Value")

- ☐ Yes (proceed to paragraph 2)
☐ No (sign below, attach to procurement request package, and forward to the Contracting Officer.)

Requiring Official (Printed Name)	Date	Phone Number	Signature
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2. Does a Section 508 exception apply to this acquisition (non-availability of commercial products or services that meet all applicable standards is not considered an exception)?

- ☐ Yes (proceed to paragraph 3)
☐ No (proceed to paragraph 4)

3. Section 508 accessibility standards do not apply to this acquisition based on the following exception(s). See DISA Section 508 policy guidance, paragraph 6, at <http://www.disa.mil/cio/508/index.html> for definitions of exceptions. The E&IT:

- ☐ Is for a National Security System.

NSS Exception Statement:

As representative of the requirements office for this EIT acquisition, I (the undersigned) certify that the EIT resources defined in this Purchase Request No. _____ for **(specific type of EIT)** in support of the **(program/initiative title)** are exempt from the Section 508 accessibility standards. This determination was made based upon the National Security System (NSS) exception granted under Section 508 of the Rehabilitation Act of 1998. The NSS determination for this EIT acquisition is based upon the NSS definition in Subtitle E, Section 5142 of the Clinger-Cohen Act of 1996.

I also certify that any portion of this EIT acquisition that is intended for routine administrative or business applications will comply with Section 508 Acquisition Policy. The appropriate Accessibility Standard(s) and the Section 508 Compliance Specification; i.e., contract language, will be incorporated into the Statement of Work, Statement of Objectives, and/or Performance Work Statement, as applicable. Identify the NSS Program & provide a short explanation that supports this exception. (For DISA requirements, have the CIO, IT Engineer's Office sign below).

DISA CIO (CO2) (Printed Name)	Date	Phone Number	Signature
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- ☐ Is acquired by a contractor incidental to a contract.
- ☐ Is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.
- ☐ Is for telecommunications services and no contractor provided terminal equipment (telecommunications products) is included.
- ☐ Is a micro-purchase (\$2,500 and below) and will be acquired as one-time open market buy, and not under an existing contract (e.g., GSA Schedule).
- ☐ Would impose an undue burden on the agency (see **Enclosure 3** to DISA's Section 508 Acquisition Policy for Undue Burden Exception Format).
- ☐ Other (provide detailed explanation below)

(Sign below, attach to procurement request package, and forward to the Contracting Officer. If an undue burden exception is claimed, then a completed copy of Enclosure 3 must also be included.)

_____ Requiring Official (Printed Name)	_____ Date	_____ Phone Number	_____ Signature
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4. Is this acquisition for a commercial item as defined at FAR 2.101 (<http://www.arnet.gov/far/loadmainre.html>)?

- ☐ Yes (proceed to paragraph 5)
- ☐ No (proceed to paragraph 6)

5. Is a commercial item fully compliant with Section 508 accessibility standards available in the commercial marketplace in time to meet the agency's delivery requirements?

- ☐ Yes (proceed to paragraphs 6 and 7)
- ☐ No (sign below, complete Enclosure 4, attach this document and Enclosure 4 the procurement request package and forward to the Contracting Officer).

_____ Requiring Official (Printed Name)	_____ Date	_____ Phone Number	_____ Signature
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6. The following Section 508 Accessibility Standard(s) (Technical & Functional Performance Criteria) are applicable to this acquisition (check as appropriate). Contact the CIO IT Engineer's Office at (703) 696-4334 for assistance in determining which standards may apply. Incorporate all applicable Section 508 standards in the requirements document of the purchase request package or use the standard "Section 508 Compliance" specification set forth in the DISA Section 508 Policy, Paragraph 4.

Technical Standards

- ☐ 1194.21 - Software Applications and Operating Systems
- ☐ 1194.22 - Web Based Intranet and Internet Information and Applications
- ☐ 1194.23 - Telecommunications Products
- ☐ 1194.24 - Video and Multimedia Products
- ☐ 1194.25 - Self-Contained, Closed Products
- ☐ 1194.26 - Desktop and Portable Computers
- ☐ 1194.41 - Information, Documentation and Support

7. Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance. This block should also be checked to ensure that the minimally acceptable EIT is proposed. The Technical Standards above in Paragraph 6 facilitate the assurance that the maximum technical standards are provided to the Offerors.

Functional Performance Criteria

- ☐ 1194.31 - Functional Performance Criteria

_____ Requiring Official (Printed Name)	_____ Date	_____ Phone Number	_____ Signature
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